

Making a Year-End copy of ACCPAC Plus G/L Data

If you wish to make a copy of your fiscal year's data before performing the year-end process, you can have a copy of both the previous year and current (new) year data on your system. Here's how:

In the ACCPAC Start List, highlight the entry for the G/L data you wish to copy. Press **TAB**. A list will be displayed showing the information about the data and its location, somewhat like this:

```
Fred's Motors G/L      GL   F:   \ASP\DATA      FRD
```

This means that the files you want begin with the letters GL, are in Drive F, in the \ASP\DATA directory and have a file extension of FRD. Of course, yours will be different, so make a note.

Make sure you are not in the G/L you want to copy. Press **F3** and select "DOS". When the DOS prompt appears, type the drive letter and colon from your note and press **Enter**. Then type **CD** followed by the directory from your note and press **Enter**. In the example above, you would type:

```
F: (Enter)
CD \asp\data (Enter)
```

Now we need to copy the data. Decide on a new extension for last year's data. Any three letters or numbers not already in use will do. For example, "F02" might be the extension for Fiscal Year 2002 data.

The command to copy the data is: **COPY GL*.xxx GL*.yyy** where xxx is the old extension and yyy is the new one. In our example, you would type:

```
COPY GL*.FRD GL*.F02 (Enter)
```

When the files are copied, type **EXIT** and press **Enter** to return to ACCPAC. Press **ESC** to close the System Manager window.

Now we need to add the old year's data to the Start List, so press **Insert**. Type a name for the data like "Fred's Motors G/L 2001-02" and press **Enter**.

Select the General Ledger program from the list. Select the drive. Select or type the directory. Finally, select the *new* data extension.

Now, you can proceed to perform the year-end on the current data set, and you will still have the old one available.